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DD/S 00-0206

8 DEC 1966

Personnel 11

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Policy on Appointment of Cooperative Education Students

REFERENCE : Memo dtd 6 Oct 66 to Ex Dir-Compt fr D/Pers, Subject: Cooperative Education

1. This memorandum submits recommendations for your approval; such recommendations are contained in paragraph 6.

2. This memorandum is written to satisfy the recommendation in paragraph 10b of the reference "that we determine at an early date the policy and ground rules for the type of appointment (staff or contract) for co-op students and whether or not to charge them to ceiling."

3. Review of the work plans already prepared for co-op students in the National Photographic Interpretation Center and the Office of Computer Services for each successive work period shows clearly that the student is in a training status, not a productive one. It is an on-the-job training experience that the co-op is undergoing with the expectation that upon graduation we will have a fully trained career employee. Also, the student is working on an intermittent basis -- three months on, three months off, as a rule. These factors indicate that the students are not properly categorized as staff employees and should not be charged to staff ceilings.

4. There is an existing precedent for this in the procedure the Office of Communications uses with its co-ops. COMMO requested in July 1964 that it be allowed to convert its co-op students from staff employee status to Type A Contract employees and that an appropriate increase in its non-staff personnel ceiling be allowed (See Tab A). This was approved by the Deputy Director for Support (See also Tab B).

5. This procedure has been discussed with the Agency Manpower Control Officer and he agrees that we should apply the COMMO precedent to co-ops elsewhere in the Agency and that [redacted] covers this. It is intended to include summer interns in the term "co-op student."

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6. It is recommended that you approve:

a. The conversion of present co-op students who hold staff appointments to Type A Contract employees without charge to staff ceiling as authorized [redacted]

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Excluded from automatic
downgrading and
declassification

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SUBJECT: Policy on Appointment of Cooperative Education Students

b. The employment of all future co-op students and summer interns on a contract basis.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

CONCUR:

SIGNED R. L. Bannerman

9 DEC 1966

R. L. Bannerman
Deputy Director
for Support

Date

15/
John M. Clarke
Director of

Planning, Programming and Budgeting

13 Dec 66
Date

The recommendations in paragraph 6 are approved. *

15/
L. E. White
Executive Director

15 Dec 1966
Date

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* Approved with the understanding that program levels of such assignments will be monitored on a continuous basis by the Office of PPB and the Office of Personnel and participating components and will be justified specifically during annual budgetary reviews.

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OD/Pers/ [] :jbs (28 Nov 1966)
OD/Pers/ [] cjr (7 Dec 66) - rewritten

LKW

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